

**AUSTRALASIAN COLLEGE  
OF COSMETIC SURGERY  
AND MEDICINE**

**REMEDICATION IN TRAINING  
PROCEDURE**

## 1. INTRODUCTION

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) is committed to the delivery of high quality care, and training of those who provide it. In accordance with this principle there are circumstances where trainees may be subject to remedial actions for which there needs to be clear policy and process for all stakeholders.

## 2. PURPOSE

This procedure supports the [ACCSM Remediation in Training Policy](#) by providing details on the process for trainees subject to monitoring and remediation of performance and progression of the training program.

## 3. SCOPE

This procedure applies to all trainees subject to remediation, as set out in the [Remediation in Training Policy](#).

## 4. REMEDIATION PROCESS

The following procedure has been developed in alignment with the policy statements set out in the [ACCSM Remediations in Training Policy](#).

**Table 1: ACCSM Remediation In Training Process**

No	STEP	DETAIL
1	<b>Trainee identification</b>	Trainees experiencing challenges in training may be identified through a number of channels, as set out in the <a href="#">ACCSM Remediation in Training Policy</a> .

2	<b>Remediation planning</b>	<p>a. Trainees must participate in a remediation planning meeting with their Preceptor at an agreed time within 14 calendar days of being identified.</p> <p>b. The remediation planning meeting may occur face to face, or by video meeting.</p> <p>c. Trainees are encouraged to invite a support person to the remediation planning meeting should they wish. Recommendations from training posts will be included in the development of a remediation plan.</p> <p>It is acknowledged that some Trainees requiring remediation support may be challenged due to the conditions of the training post impacting the wellbeing of Trainees.</p>
3	<b>The Remediation Plan</b>	<p>The Remediation Plan is a key tool to support the remediation process, to provide clarity of the nature of the issues being faced, and clear responsibilities and expectations to address them. Trainees may need to suspend their training for short periods for medical support. In this circumstance, they will be able to do this without financial hardship.</p> <p>A Remediation Plan must:</p> <ul style="list-style-type: none"><li>i. reflect what was agreed to by the Trainee and their Preceptor;</li><li>ii. detail the issues or concerns to be addressed, including any underlying factors which are impacting upon performance and/or progression, if applicable);</li><li>iii. detail what is required of the Trainee to address the issues or concerns, and the means and timeframe to achieve it;</li><li>iv. provide any additional training and support required;</li><li>v. identify any relevant budget requirements to support the remediation;</li><li>vi. identify clear roles and responsibilities for all parties;</li></ul>

- vii. identify milestones of how progressed will be monitored, including any appraisals required by supervisors or educators
- viii. identify who will have oversight of the trainee and monitor the plan for progress and achievement, and
- ix. be dated and signed to by the Trainee and the appropriate supervisor/authority;
- x. Remediation plans are to be sent to the Preceptor within 5 business days of the remediation plan meeting.

Trainees may be required to attend special courses, to organise special observatory periods in different settings or to repeat submissions of certain assignments.

<b>4</b>	<b>Approval</b>	<p>Remediation plans are to be submitted to <a href="mailto:admin@accsm.org.au">admin@accsm.org.au</a> and formally approved by the Board of Censors.</p> <p>Once approved, ACCSM will alert the trainee and any relevant persons in writing.</p>
----------	-----------------	---

## 5. RELATED DOCUMENTS

- ACCSM Remediation in Training Policy
- ACCSM Flexible Training Policy
- Eligibility to sit Exams
- ACCSM Reconsideration, Review and Appeal Policy
- ACCSM Constitution
- ACCSM Withdrawal from Training Policy
- ACCSM Special Considerations Policy
- The National Employment Standards (Fair Work Act 2009) – [www.fairwork.gov.au](http://www.fairwork.gov.au)

## 6. CONTACT

For further information and advice about this policy please contact the ACCSM office.

[admin@accsm.org.au](mailto:admin@accsm.org.au)

1800 804 781

+61 2 9687 1500 (International)